

# **Statewide Health Information Exchange**

## **Policy Board Operating Guidelines**

### **Purpose**

The Maryland Health Care Commission (MHCC) has assembled a Policy Board with responsibility for general oversight of the state's health information exchange, including the authority to evaluate and recommend to the MHCC the policies that will govern the statewide health information exchange. The MHCC selected the members based upon their expertise, with a strong emphasis on achieving both broad stakeholder representation and a strong consumer orientation. The existence of a Policy Board that is separate from the administration of CRISP assures participation by the public in both policy development and operational oversight.

The purpose of these Operating Guidelines is to set forth succinctly how the Policy Board will function. The Operating Guidelines are effective when adopted by the Policy Board and may be changed by a vote of the majority of the Policy Board.

### **Responsibilities of the Policy Board**

The responsibilities of this Policy Board include, although are not limited to, the development of policies for privacy and security, which the MHCC will adopt and the health information exchange will implement. In particular, the Policy Board will establish policies regarding consumer authorization and consent, user authentication, role-based authorization, security requirements, and audit trail requirements. In addition, further policies may include the architecture of the exchange, use case priorities and implementation, consumer access and control, provider access, financing, and secondary uses of data. The Policy Board will develop policies that ensure a high level of protections for the statewide health information exchange.

Although the Policy Board is formally an advisory body reporting to the MHCC, the expectation is that the MHCC, through its control of the federal and Maryland all-payer funding of the exchange, will assure that the policies developed and recommended by the Policy Board are implemented by CRISP. In the unlikely event that the MHCC reaches a preliminary decision not to implement a recommendation of the Policy Board, the Commission's concerns will be brought to the Policy Board for further discussion before any final decision is reached.

### **Chair**

The Executive Director of the MHCC or his designee will chair the Policy Board. The Chair, with the consent of the Policy Board, may establish special committees and appoint members to serve on the committees.

### **Frequency and Location of Meetings**

The Policy Board will meet approximately eight times per year. The meeting schedule detailing the location and time of the meetings are available on the Policy Board webpage located on the MHCC website at:

[http://mhcc.maryland.gov/electronichealth/hie\\_policy\\_board/index.html](http://mhcc.maryland.gov/electronichealth/hie_policy_board/index.html).

Policy Board members will also receive meeting notification via e-mail approximately two weeks prior to the meeting date. The notification will include a reminder about the date, time, and location of the meeting, and instructions regarding any meeting materials posted on the Policy Board webpage. Policy Board members are encouraged to print out meeting materials and bring them to the meeting.

Members are requested to confirm their participation in meetings upon receipt of the meeting notification e-mail. Members are encouraged to schedule the designated days for Policy Board meetings on their calendars in advance for the entire 2010 year.

Committees will meet as determined by the Chair of the committee, commonly by conference call using numbers provided by the MHCC.

## **Communication**

Communication with the Policy Board and among its members will be mostly through the listserv, [hit@mhcc.state.md.us](mailto:hit@mhcc.state.md.us), and by posting of information on the webpage previously mentioned. Information related to Committee activities and recommendations will also be posted to the Policy Board webpage.

## **Agenda**

The MHCC will develop an agenda for each meeting and post it on the Policy Board webpage approximately one week prior to the meeting. The agenda and any supplemental information to the meeting will be provided to the Policy Board members for discussion during the meeting. The agenda will also note the issues to be presented for decision, for discussion, or for information.

## **Minutes**

The MHCC will electronically record each meeting of the Policy Board and will use the recording to identify key discussion items to include in the minutes. The MHCC will post the minutes on the Policy Board webpage approximately ten days following each meeting. Policy Board members may suggest revisions to the minutes at the beginning of the meetings.

## **Decision Making Process**

The Policy Board will use Roberts Rules of Order to guide decision making; however, a more informal process of discussion and deliberation may also be used if no objection is raised by a member of the Board, and decisions made by a more informal process will have the same force and effect. However, all formal policy actions must be proposed by a member of the Policy Board in the form of a motion and seconded by another Policy Board member. The motion will be discussed and a vote taken. Any motion not adopted unanimously will have the exact vote recorded in the minutes.

Policy Board members may discuss matters and make recommendations on issues not on the agenda. A Policy Board member introducing an issue may request that a decision on the issue be made by consensus during the meeting in which it is introduced. If, however, a consensus is not reached or any member requests time for further consideration, no action can be taken until the item has been placed on the agenda for a subsequent meeting as a decision item.

## **Open Meetings**

All meetings of the Policy Board are open to the public. The Policy Board may invite the public to present on specific topics, either on its own initiative or in response to a request from a member of the public. The time permitted for presentations from the public or members shall be decided by the Chair with the advice of the Policy Board, and such limits shall be reasonable and related to the agenda and the importance of the topic.

## **Tenure**

The Policy Board assures a strong role for the public in both policy development and operational oversight of the statewide health information exchange. Policy Board members are encouraged to serve for three years and at the invitation of the Chair, consider serving one additional term. Continuity of the membership is essential to developing policies that will foster authorized, private, and secure information sharing within the state and eventually across state borders.